



King County

**SUPERVISOR III – STORES OPERATIONS MANAGER
DEPARTMENT OF TRANSPORTATION
FLEET ADMINISTRATION**

Hourly Rate Range: \$31.38 – \$39.78 (2003 rates)

Job Announcement: 05SB5008

OPEN: 3/7/2005 CLOSE: 3/11/2005

WHO MAY APPLY: This position is open to King County Department of Transportation **Fleet Administration** Career Service employees only.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Road Services Division, Attn: Scott Bruns, 201 S Jackson St. MS KSC-TR-0313, Seattle, WA 98104-3856.** Application materials must be received by **4:30 p.m.** on the closing date. (Postmarks are NOT ACCEPTED.)

PLEASE NOTE: Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: (1) A [King County Application](#), (2) resume, (3) cover letter indicating how you meet or exceed the required knowledge, skills, and abilities as well as experience performing the primary job functions, and (4) a minimum of three names and phone numbers for current and former supervisors.

WORK LOCATION: 155 Monroe Ave NE, Renton, WA 98056.

WORK SCHEDULE: This full-time position is FLSA exempt and is not overtime eligible. Standard workweek is Monday – Friday, 40 hours per week.

PRIMARY JOB DUTIES INCLUDE: The Supervisor III position manages the Fleet Administration Stores Operations: Automotive, Construction, Traffic, Motor Pool, and General. Responsibilities include: procurement, inventory, and distribution of parts, supplies and fuels in excess \$6,000,000 annually.

1. Manage the procurement, inventory and distribution of automotive/heavy equipment parts, construction materials, traffic signs & signals, hardware and safety supplies through six storerooms offering over 10,000 products.
2. Plan and schedule staff to meet fluctuations in staff availability, workload, or special projects.
3. Oversee computerized inventory system, train staff, write reports, update records, maintain security and validate data.
4. Establish material requirements and analyze usage patterns.
5. Prepare Invitation to Bid specifications, evaluate bid responses, justify vendor selection and respond to vendor protests.
6. Produce and validate supporting data for budget and financial reports.
7. Monitor expenditure and revenue reports and investigate questionable activity.
8. Generate monthly external customer billing.
9. Market procurement services and initiate supply agreements with cities, water districts, fire districts and other counties, in addition to extending service to most County departments.
10. Respond to customer inquiries and evaluate customer feedback to identify areas that may need improvement.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

11. Develop and implement operational policies and procedures and ensure that they are applied consistently for all Fleet Stores operations.
12. Monitor work quality and evaluate employee performance.
13. Make final recommendation on hiring, disciplinary action, labor issues, grievances and terminations.
14. Develop, implement and monitor hazmat procedures.
15. Administer safety program and provide direction during emergency conditions.
16. Provide year-round, 24 hour on-call availability for emergency situations.

REQUIRED QUALIFICATIONS - KNOWLEDGE, SKILLS AND ABILITIES:

- Minimum **3** years progressively responsible experience in management and administration of multiple work units to include but not limited to: procurement, finance, marketing, policy development and implementation, personnel, training and emergency response.
- Demonstrated proficiency in Microsoft Word, Access, Excel, PowerPoint, and Outlook.
- Knowledge of County policies and procedures, legal requirements, codes, executive orders, human resources, labor agreements, emergency response.
- Knowledge of County budget process, development, monitoring and administration.
- Knowledge of Automated Inventory Control System and Management Information System.
- Knowledge of County Purchasing and Contracting policies and procedures.
- Knowledge of management and supervisory principles and practices.
- Knowledge of training program development and implementation techniques.
- Excellent verbal and written communication skills, including technical writing.
- Demonstrated analytical and decision-making skills.
- Demonstrated customer service skills.
- Skill in problem solving and conflict resolution.
- Skill in planning and managing multiple projects and establishing priorities.
- Skill in supervising effectively by establishing goals and assigning responsibilities, setting work performance standards, establishing work priorities, making program changes and resolving safety, training and personnel issues.
- Ability to research/gather information and make effective presentations.
- Ability to market services with outside agencies.
- Ability to maintain composure while working under stressful situations.
- Ability to meet work/project deadlines.
- Ability to safely operate all types of vehicles.

NECESSARY SPECIAL REQUIREMENTS: Valid Washington State Driver's License or the ability to travel throughout the County in a timely manner. An offer of employment will be contingent on the success of a pre-employment physical examination.

UNION MEMBERSHIP: Positions in this classification are represented by I.F.P.T.E., Local 17.

CLASS CODE: 8663

SEQUENCE NUMBERS: 0079